

**OFFICIAL PROCEEDINGS OF BOARD OF COMMISSIONERS OF NOBLES COUNTY,  
MINNESOTA**

BOARD OF COMMISSIONERS of Nobles County met in regular session on Tuesday, January 23, 2018, in the Commissioners Room, at the Nobles County Government Center, Worthington, Minnesota. The following Commissioners were in attendance: Justin Ahlers, Gene Metz, Matt Widboom, Robert S. Demuth and Donald Linssen.

The meeting was called to order by Chairperson Demuth at 9:00 AM followed by the Pledge of Allegiance.

<b>1. Call to Order</b>	
<b>2. Pledge of Allegiance</b>	
<b>3. Approval of Agenda</b>	
<b>4. Recognition</b>	
<b>4.1</b>	<b>Visitors &amp; Guests Welcome</b>
<b>5. Consent Agenda</b>	
<b>5.1</b>	<b>January 2, 2018 Annual Meeting Minutes</b>
	<b><u>Attachments:</u></b> January 2, 2018 Draft Annual Meeting Minutes
<b>5.2</b>	<b>Agreement for Services - Employee Relations</b>
	<b><u>Attachments:</u></b> Employee Relations Agreement
<b>5.3</b>	<b>2018 Children's Mental Health Screening Grant Acceptance</b>
	<b><u>Attachments:</u></b> Children's Mental Health Screening Grant
<b>5.4</b>	<b>Interpreter Agreement 2018</b>
	<b><u>Attachments:</u></b> Purchased Services Agreement
<b>5.5</b>	<b>2018 Southwestern Mental Health Center Community Support Services Agreement Renewal</b>
	<b><u>Attachments:</u></b> Community Support Agreement
<b>5.6</b>	<b>2018 Southwestern Mental Health Center Master Services Agreement Renewal</b>
	<b><u>Attachments:</u></b> Purchase of Services Agreement for Master Services
<b>5.7</b>	<b>2018 Southwestern Mental Health Center Intensive Family Based Contract</b>

	<b>Attachments:</b> Purchase of Services Agreement for Family and Home Based Services
5.8	<b>2018 TriMin Systems Professional Services Agreement Renewal - Computer Management for Human Services (CMHS)</b>
	<b>Attachments:</b> CMHS Services Agreement
5.9	<b>Meetings &amp; Conferences - Travel Expenses</b>
	<b>Attachments:</b> Travel Expenses paid January 5, 2018 Travel Expenses paid January 19, 2018
5.10	<b>Auditor's and Commissioner's Warrants</b>
	<b>Attachments:</b> Accounts Payable Summary Auditor's Warrants Commissioner's Warrants – General Revenue Fund Commissioner's Warrants – Public Works Fund Commissioner's Warrants – Family Services Fund
<b>VOTING</b> It was duly passed to approve the consent agenda as presented. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
<b>6. Department Presentations</b>	
6.1	<b>Sheriff - Kent Wilkening</b>
A.	<b>GIS NG 911 Project</b>
	<p>Kent Wilkening, Sheriff, and Kathryn Purdham, GIS Coordinator, presented the Board with information and a recommendation in the area of hiring a company to establish address points for the GIS Next Generation 911 Project. Sheriff Wilkening advised the County Attorney had just been given the Professional Services Agreement to review as it had just been received and reviewed by the Information Technology (IT) department on Friday. The Southwest Minnesota Emergency Communications Board has been approved a 2018 DECN (SECB) State Emergency Communications Board Grant for up to \$60,393.00, with no matching requirement, which would allow for Nobles County to hire a company for the creation of address points and road center line GIS data. When the primary structure is more than 500' from the road centerline a second address point will be placed at the visible driveway edge and parcel polygon data layer; thus, a marker will be placed at the structure. Quotes were received from The Schneider Corporation and from Pro-West &amp; Associates. Sheriff Wilkening explained he recommends hiring The Schneider Corporation for the fixed fee of \$22,273 for up to 12,000 address points rather than hiring Pro-West for a fee of \$19,000 as the County already has the Beacon system through The Schneider Corporation.</p> <p>Many counties completed this when the new address signs were issued, but 3 or 4 other counties are receiving grants to establish the address points and bring them in line with the State standards. All residences/properties marked with an address sign will be issued an address point. The company hired will complete this initially; then, any future requests with a physical address will be done by the County in coordination between Public Works and GIS. A suggestion was made that it be made a part of the building permit process.</p>

	<p>County Attorney Kathleen Kusz raised concerns about the Term, Termination and Renewal portion of the contract as it appeared the charges could be ongoing for maintenance rather than ending June 30, 2018 along with the grant. Sheriff Wilkening advised the fixed fee of \$22,273 would be for the project only and if they go over 12,000 address points, \$1.50 would be charged per point. Sheriff Wilkening advised that there should be no overage as the number of addresses used for the proposal was a little higher. Ms. Purdham advised that Schneider Corporation had measured out our county for the services already provided and proposal.</p> <p><b><u>Attachments/Handouts:</u></b>  Grant Agreement 2018 DECN (SECB)  Professional Services Agreement – The Schneider Corporation</p>
<p><b><u>VOTING</u></b>  It was duly passed to accept the 2018 DECN (SECB) State Emergency Communications Board (GIS Next Generation 911 Project) Grant in the amount of \$60,393.00; and further, authorize the County Board Chair to sign, on behalf of Nobles County, a Professional Services Agreement with The Schneider Corporation for the provision of address point data layer development, road centerline data layer review, and Emergency Service Number (ESN) data layer review for the fixed fee of \$22,273 for up to 12,000 address points.  Moved by: Ahlers, Justin  Seconded by: Widboom, Matt</p>	
<p><b>6.2</b></p>	<p><b>Drainage System - Brad Harberts</b></p>
<p><b>A.</b></p>	<p><b>Redetermination of County Ditch Systems</b></p>
	<p>Brad Harberts, Drainage System Coordinator, presented the Board with information and a recommendation in the area of approving the hiring of viewers to start the process of getting the redetermination of benefits done on the drainage systems within Nobles County.</p>
<p><b><u>VOTING</u></b>  It was duly passed to hire Ron Rinquist as lead viewer to begin the redetermination of benefits on County Ditch #2, County Ditch #4, County Ditch #5, County Ditch #6, County Ditch #30 and BBC 1; and further, to hire Rich Erickson, Gary Ewert, Dan Ruby and Greg Tusa to work under the lead viewer.  Moved by: Ahlers, Justin  Seconded by: Metz, Gene</p>	
<p><b>6.3</b></p>	<p><b>Community Services - Stacie Golombiecki</b></p>
<p><b>A.</b></p>	<p><b>Purchase of Services Agreements - "It's that Easy" Curriculum and Training</b></p>
	<p>Stacie Golombiecki, Community Services Director, presented the Board with information and recommendations in the area of entering into purchase of service agreements with two individuals for the provision of "It's That Easy" curriculum training. Ms. Golombiecki advised the trainers will provide the training for several Community Services staff and other community partners.</p> <p><b><u>Attachments:</u></b>  Purchase of Service Agreement – Jenny Oliphant  Purchase of Service Agreement – Molly Snuggerud</p>
<p><b><u>VOTING</u></b>  It was duly passed to approve the Purchase of Service Agreement with Jenny Oliphant at a cost of \$1,400.00 for the time period of January 23, 2018 through February 28, 2018 for the provision of professional development training on the "It's That Easy!" curriculum.</p>	

<p>Moved by: Linssen, Donald          Seconded by: Ahlers, Justin</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve the Purchase of Service Agreement with Molly Snuggerud at a cost of \$1,400.00 for the time period of January 23, 2018 through February 28, 2018 for the provision of professional development training on the "It's That Easy!" curriculum.          Moved by: Metz, Gene          Seconded by: Ahlers, Justin</p>	
<b>6.4</b>	<b>Human Resources - Sue Luing</b>
<b>A.</b>	<b>Amendment 4 to State of MN Lease</b>
	<p>Sue Luing, Human Resources Director/Deputy County Administrator, presented the Board with information and a recommendation in the area of an extension to the State of MN Lease Agreement for the Department of Employment and Economic Development (DEED) expiring January 31, 2018. Ms. Luing advised DEED would like to release some of the space they are currently renting for SW MN Private Industry Council and that they would like to have separate lease agreements. A five month extension would avoid a statutory violation and would allow for time to work on the new lease agreements and explore options for the County to utilize the space that the Workforce Center currently occupied that DEED no longer wishes to lease.</p> <p><b><u>Attachments:</u></b>          State of MN Amendment 4</p>
<p><b><u>VOTING</u></b>          It was duly passed to authorize the County Board Chair and Administrator to sign, on behalf of Nobles County, Amendment No. 4 to Lease No. 11853, for a renewal period of five months commencing February 1, 2018 and continuing through June 30, 2018.          Moved by: Metz, Gene          Seconded by: Linssen, Donald</p>	
<b>7. Administration Presentation - Tom Johnson</b>	
<p>Tom Johnson, County Administrator, presented the Board with information and recommendations in the area of County Administration.</p>	
<b>7.1</b>	<b>Supporting the Maintenance of Local License Bureaus - Resolution 201806</b>
	<p>The Board held discussion in regard to unfunded mandates and unsecured loans due to the delay in titling vehicles and neighboring counties that have also passed the resolution presented.</p> <p><b><u>Attachments:</u></b>          Resolution 201806 Supporting Maintenance of Local License Bureaus</p>
<p><b><u>VOTING</u></b>          It was duly passed to adopt Resolution 201806 supporting the maintenance of local license bureaus.          Moved by: Widboom, Matt          Seconded by: Ahlers, Justin</p>	
<b>7.2</b>	<b>Construction Change Order #2 - Salonek, Inc. for Adrian Shop Addition</b>
	<p>Construction Change Order No. #2 for the Adrian Shop Addition was reviewed and discussed.</p> <p><b><u>Attachments:</u></b>          Construction Change Order 2</p>

<b><u>VOTING</u></b>	
It was duly passed to approve Change Order #2 in the amount of \$4,819.00 from Salonek Inc for the Adran Shop Addition to include an ADA shower enclosure, additional concrete to clean up tie in to existing east apron, revised emergency light fixture and extending the project completion date to April 10, 2018. Moved by: Linssen, Donald Seconded by: Metz, Gene	
<b>7.3</b>	<b>Application and Certification for Payment No. 5 - Gag Sheet Metal Inc.</b>
	Discussion was held on the status of the work to be completed on the Prairie Justice Center roof.  <b><u>Attachments:</u></b> Gag Sheet Metal Pay App No. 5
<b><u>VOTING</u></b>	
It was duly passed to approve Payment Application #5 for the payment of \$77,150.61 to Gag Sheet Metal, Inc. as certified by the Architect. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
<b>7.4</b>	<b>Application and Certification for Payment No. 004-#3163 - Brennan Construction of MN, Inc.</b>
	Discussion was held on the status of the Prairie Justice Cener Garage Addition project.  <b><u>Attachments:</u></b> Payment Application #4 - Brennan Construction
<b><u>VOTING</u></b>	
It was duly passed to approve Payment Application #004-3163 for the payment of \$236,556.65 to Brennan Construction as certified by the Architect.  Moved by: Metz, Gene Seconded by: Linssen, Donald	
<b>7.5</b>	<b>Application and Certification for Payment No. NOBCTY00004 - Salonek Concrete &amp; Construction</b>
	Discussion was held on the status of the Nobles County Adrian Shop Addition project.  <b><u>Attachments:</u></b> Payment Application 4 - Salonek Concrete & Construction
<b><u>VOTING</u></b>	
It was duly passed to approve Payment Application No. NOBCTY00004 for the payment of \$51,999.58 to Salonek Concrete & Construction as certified by Falls Architecture Studio, LLC. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
<b>7.6</b>	<b>Architect Agreement for two projects - Falls Architecture Studio, LLC</b>
	Mr. Johnson advised a master landscape plan for the entire Government Center site had been developed but was not acceptable. A new proposal to complete the design and bid documents has been received from Jeff Nelson, Falls Architecture Studio. In addition, he has submitted a proposal for drawings and structural review for a current leased space where a portion of the space will be vacated.
<b><u>VOTING</u></b>	
It was duly passed to authorize the County Administrator to sign an agreement, on behalf of	

Nobles County, for professional services with Falls Architecture Studio, LLC. for a total of \$22,000 plus expenses as proposed for final design, assisting with the bid process and contractor selection and contract administration through construction for the landscape project and for drawings and structural review for the leased space within the Government Center.

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

**7.7 Design for 4th Ave Snowmelt**

Discussion was held on the design of an additional snowmelt system for a pad at the 4th Avenue entrance of the Government Center. The Board directed Administrator Johnson to check with local contractors and to also obtain proposals for a tube layout for the sidewalk as the ice melt used on the sidewalks is also a natural resources issue. No action was taken.

**Attachments:**

EDI Proposal

**7.8 2018 Boards, Committees & Commissions - Citizen Appointments**

The Board held discussion on the terms expiring for the Travel Southwest MN, Rock-Nobles Community Corrections Executive Board, Community Services Advisory Committee, Development Achievement Center Board and Park Board.

**Attachments:**

Committee Appointment Policy

2018 Boards, Committees and Appointments Listing

Applications

**VOTING**

It was duly passed to appoint Tyler Knutson, Worthington, to a 3 year term expiring December 31, 2020 on the Travel Southwest MN Committee.

Moved by: Widboom, Matt

Seconded by: Demuth, Robert S.

**VOTING**

It was duly passed to appoint Mike Harmon, Worthington, to a 3 year term expiring January 31, 2021 on the Rock-Nobles Community Corrections Executive Board.

Moved by: Ahlers, Justin

Seconded by: Metz, Gene

**VOTING**

It was duly passed to appoint David Benson, Bigelow, to a 3 year term expiring January 31, 2021 on the Rock-Nobles Community Corrections Executive Board.

Moved by: Ahlers, Justin

Seconded by: Linssen, Donald

**VOTING**

It was duly passed to appoint David Benson, Corrections Representative, to a 2 year term expiring January 31, 2019 on the Community Services Advisory Committee.

Moved by: Demuth, Robert S.

Seconded by: Linssen, Donald

**VOTING**

It was duly passed to appoint Marcia Jonas, Adrian, to a 3 year unexpired term expiring December 31, 2019 on the Developmental Achievement Center Board.

Moved by: Metz, Gene

Seconded by: Ahlers, Justin

**VOTING**

It was duly passed to appoint Ann Lange, Adrian, to a 3 year term expiring January 31, 2021 for District II on the Park Board.

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

**VOTING**

It was duly passed to appoint Roger Nelson, Worthington, to a 3 year term expiring January 31, 2021 for District V on the Park Board.

Moved by: Linssen, Donald

Seconded by: Widboom, Matt

**7.9 2018 AMC Legislative Conference - February 28th to March 1st, 2018**

Mr. Johnson advised the 2018 AMC Legislative Conference will be held Wednesday, February 28th through Thursday, March 1, 2018 at the InterContinental Hotel St. Paul Riverfront. "County Day at the Capitol" will be held from 11:00 am. to 2:30 p.m. on February 28th and AMC will be arranging scheduled meetings during this time for counties to meet with their legislators.

**7.10 2018 Calendar - February 28th Work Session**

Discussion was held on rescheduling the February 28th Work Session due to the AMC Legislative Conference.

**Attachments:**

2018 Meeting Calendar

**VOTING**

It was duly passed to move the February 28th Work Session to 8:30 a.m. on Tuesday, February 27th, 2018.

Moved by: Ahlers, Justin

Seconded by: Widboom, Matt

**8. Inter-Agency Reports / Announcements**

**8.1 Committee and Board Reports**

District I - Commissioner Ahlers reported on the Nobles County Historical Society complimented Stephen Schnieder, Public Works Director/County Engineer and the Highway Department for the good condition of the roads.

District II - Commissioner Metz reported on AMC District 8 Land Use, Nobles County Library and Kanaranzi-Little Rock Watershed District meetings.

District III - Commissioner Widboom reported on Southwest Regional Development Commission, PJC Joint Operations and City, County, College, School meetings.


District IV - Commissioner Demuth reported on the Nobles County Soil and Water Conservation District.

District V - Commissioner Linssen reported on Advocate.Connect.Educate (A.C.E.).

Management Team – Attorney Kathleen Kusz had no report.

County Administration - Administrator Johnson reported on the County closing at noon the prior day due to the weather, postponement of the Leota Tax Forfeited house tour that was to follow the Board meeting, Annual Minnesota Counties Intergovernmental

	Trust Coverage Review, meetings with legislators in support of the multi-collaborative facility and the all hazard mitigation open houses.
<b>8.2</b>	<b>Correspondence</b>
	<p><b><u>Attachments:</u></b></p> <ul style="list-style-type: none"> <li>Recruitment Update</li> <li>HLWD District Administrator's Report – December 2017</li> <li>HLWD Tillage and Cover Crop Workshop</li> <li>Union Pacific 2018 Speed Increase</li> <li>Rock Nobles Cattleman's Annual Banquet Invitation</li> <li>2018 A.C.E. 1<sup>st</sup> Quarter Appropriation Payment</li> <li>2018 Rural MN Energy Board Appropriation Payment</li> <li>2018 SW Crisis Center Appropriation Payment</li> <li>2018 Travel Southwest Inc. Appropriation Payment</li> <li>2018 WREDC 1<sup>st</sup> Quarter Appropriation Payment</li> </ul>
<b>8.3</b>	<b>Calendars</b>
	<p><b><u>Attachments:</u></b></p> <ul style="list-style-type: none"> <li>2018 January and February Calendars</li> </ul>
<b>9. Other / Future Business</b>	
	<p><b>Tax Forfeited Home Tour</b>  Tuesday, January 23, 2018 immediately following the Board Meeting  11956 111<sup>th</sup> Street, Leota MN</p> <p><b>Commissioners At Your Cafe</b>  Wednesday, January 24, 2018 8:00 a.m. – 9:30 a.m.  Perkins Restaurant, 1445 Darling Drive, Worthington</p> <p><b>Social Media Training</b>  Wednesday, January 24, 2018 11:00 a.m. – noon; 2:00 p.m. – 3:30 p.m.  Farmers Rm, Government Center, 315 10th Street, Worthington</p> <p><b>Board Work Session</b>  Wednesday, January 31, 2018 8:30 a.m.  Executive Conference Rm, Government Center, 318 9th Street, Worthington</p>
<b>11. Adjournment</b>	
	<p><b><u>VOTING</u></b>  It was duly passed to adjourn the meeting at 10:22 a.m.  Moved by: Linssen, Donald  Seconded by: Metz, Gene</p>

  
\_\_\_\_\_  
(Chairperson)

  
\_\_\_\_\_  
(County Administrator)